



CEA

Career Executive Assignment

California State Government – An Equal Employment Opportunity Employer- Equal employment to all regardless of race, color, creed, national origin, ancestry, sex/gender, marital status, disability, religious or political affiliation, age or sexual orientation.

Examination Announcement

DEPARTMENT: BOARD OF PRISON TERMS

POSITION TITLE: ASSISTANT EXECUTIVE OFFICER, CEA LEVEL 2

FINAL FILING DATE: OCTOBER 6, 2004

SALARY: \$7302-8051

DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Officer, (CEA IV), the Assistant Executive Officer, as the Chief of Administrative Services Division has complete responsibility to plan, organize and coordinate the administrative and fiscal support functions of the Board; participates in the development, implementation and evaluation of Board policy in all program areas; and assists the Executive Officer in special assignments. Primary duties include, but are not limited to:

- Confers with the Board on policy matters, trains personnel and evaluates their performance, prepares reports as requested by the Board or required by law; represents the Board in staff, administrative and professional conferences; and addresses groups concerning Board administrative functions.
- Operates as an "Administrative Manager" working in conjunction with the Executive Officer, Chief Deputy Commissioner and Chief Counsel to ensure that all administrative procedures are in conformance with the various statutes, Board policies, and control agencies' directives governing such assigned areas. Acts with full authority to resolve organizational and management problems within assigned areas of program development and administrative services, including but not limited to budgeting, accounting, business services, personnel, labor relations, data processing/management information services, procurement, contract services, correspondence control, and scheduling.
- Assists the Executive Officer in preparing instructional material and memoranda for the implementation of new administrative policies and procedure as established by administrative and fiscal control agencies; and in negotiations concerning legislation and other sensitive and complex issues; and performs special projects.

EXAMINATION INFORMATION

Applicants are required to submit a State application, resume, and a one-page Statement of Qualifications with specific information on how his/her background, knowledge, skills and abilities meet the minimum qualifications, and desirable qualifications. A preliminary review of all applications, resumes, and Statements of Qualifications will occur immediately following the final filing date. Only those candidates with the most desirable qualifications and background will be invited for an interview with the executive committee. All candidates will be notified of the results of the examination. (Continued on next page)

EXAMINATION INFORMATION, *continued*

The result of this examination will be used only to fill the position of Assistant Executive Officer, CEA 2, Board of Prison Terms. Applications will be retained for twelve months. Should a subsequent vacancy occur for Assistant Executive Officer, CEA 2, Board of Prison Terms, an appointment may be made from those candidates filing for this examination.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

And

IN ADDITION TO THE MINIMUM QUALIFICATIONS:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; knowledge of equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The above knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluations of programs policies. (Experience may have been paid or volunteer, in State service, in other government setting, or in a private organization.)

DESIRABLE QUALIFICATIONS

- Varied administrative experience in a supervisory capacity with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building. This experience should have been gained in a position with duties and responsibilities comparable to **Staff Services Manager II**.
- Demonstrated ability to deal effectively with a variety of individuals and organizations, and other state and local governments.
- Working knowledge of fiscal management and the budgetary process.
- Knowledge of policy development and planning in the areas of budget, business, personnel, training and information technology.
- Working knowledge of the California legislative and budgetary processes necessary for effective program implementation.
- Working knowledge of California state administrative procedures. (*Continues on next page*)

DESIRABLE QUALIFICATIONS, *continued*

- Demonstrated ability to work with the State control agencies, Legislature and other governmental entities.
- Knowledge of the organization, functions, policies and mission of the Board of Prison Terms and the Department of Corrections.
- Good oral and written communication skills. Demonstrated ability to deal effectively with high-level officials of state, local law enforcement and correctional agencies.
- Demonstrated successful interpersonal, organizational, leadership and negotiation skills.
- Demonstrated leadership, flexibility, tact, and judgment necessary to perform in the capacity of an Assistant Executive Officer, CEA 2, at the Board of Prison Terms.

FILING INSTRUCTIONS – File by October 6, 2004

Note: The Department of the Youth Authority is the testing agency for the Board of Prison Terms.

Interested applicants must submit:

- A Standard State Application (Form 678) with **civil service titles, and beginning and ending dates of employment.**
- A “Statement of Qualifications.” The Statement as indicated on Page 1 is a narrative discussion of how the candidate’s education, training and experience, special skills meet the minimum and desirable qualifications. The Statement should be typed and **no** more than **one** page.
- Resumes do **not** take the place of the Statement of Qualifications.

The application, Statement of Qualifications and resume must be submitted by October **6, 2004**, to:

**Department of the Youth Authority
Selection Services Bureau
4241 Williamsborough Dr., St. 115
Sacramento, CA 95823
Attn: Cecilia Perrin, Associate Personnel Analyst**

APPLICATIONS RECEIVED WITHOUT THE REQUIRED “STATEMENT OF QUALIFICATIONS” WILL NOT BE ACCEPTED.

ADDITIONAL INFORMATION

- Questions regarding the examination process should be directed to: Cecilia Perrin, Associate Personnel Analyst, at cperrin@cya.ca.gov or (916) 262-2718.
- Questions regarding the position should be directed to: Marvin E. Speed II, Executive Officer, Board of Prison Terms, at mspeed@bpt.ca.gov or (916) 445-1540.

**STATE OF CALIFORNIA
ARNOLD SCHWARZENEGGER
GOVERNOR**

**YOUTH AND ADULT CORRECTIONAL
AGENCY
RODERICK HICKMAN
AGENCY SECRETARY**

**BOARD OF PRISON TERMS
MARGARITA E. PEREZ
CHAIRWOMAN
MARVIN E. SPEED II
EXECUTIVE OFFICER**
